

Gretna Green Elementary School

School Information Booklet
September 2014



gretnagreen.nbed.nb.ca



Principal: Keith Comeau

Gretna Green Elementary School
15 Gretna Green Drive

E1V 5V6

Phone: 506 778-6099 * Fax 506 778-6143



Vice-Principal: Krista Bransfield

September 2, 2014

Dear Parents:

The start of a new year brings with it new faces, new ideas and new beginnings. We would like to welcome back all members of our learning community both new and old to Gretna Green Elementary. This sense of community has been the cornerstone of Gretna Green's success in the past and we know it will continue in the future.

This information booklet has been prepared to inform you of school routines and procedures. Please take the time to read the information enclosed. This information can also be found on our school website: gretnagreen.nbed.nb.ca

At Gretna Green we are a "caring, cooperative community of educators and learners working together to achieve academic excellence". We look forward to another year of helping your children work towards their full potential. Gretna Green Elementary truly is a "Great Place To Learn".

Sincerely,

Mr. Keith Comeau, Principal

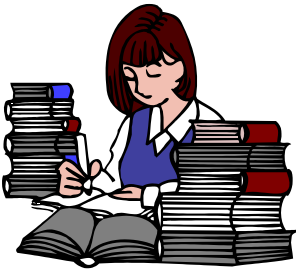
Ms. Krista Bransfield, Vice Principal

Teaching Staff
2014-2015

Kindergarten	-	Tanya Matheston
Kindergarten	-	Christine O'Toole
Grade 1	-	Yvonne Girouard
Grade 1	-	Lisa Lynch
Grade 2	-	Diane Arbeau
Grade 2	-	Krista Bransfield
Grade 3	-	Sharon Gardiner
Grade 3F.I	-	Monica Lockerbie
Grade 4	-	Carolyn Simmons
Grade 4 French Immersion	-	Linda Dickson
Grade 5	-	Judy Gallant
Grade 5 French Immersion	-	Lise Bulger-Hickey
Physical Education	-	Brandon Ryan
EST-R	-	Natalee Morehouse
EST-G	-	Andy Stewart

Non-Teaching Staff

Administrative Assistant	-	Kara Clark
Librarian	-	Elizabeth McGrath
Educational Assistants	-	Betty Ann DeMerchant, Theresa Roy Sheena DeWolfe, Kim Dedam
Custodian II	-	TBA
Custodian I	-	Carmel Sturgeon
Breakfast Program	-	France Turriff



Gretna Green Mission Statement

Gretna Green is a caring, cooperative community of educators and learners working together to achieve academic excellence.

Attendance

Regular attendance is mandatory for all students. If your child is out of school, it is necessary to send a dated excuse to his/her homeroom teacher. When a child has missed five days, contact will be made with the home to determine the nature of the absence. When a child has missed twelve days, a case conference will be held to develop a plan to improve attendance.



School Hours

Grades K-2				Grades 3-5		
9:00	-	10:30	- Instruction	8:10	-	9:45 - Instruction
10:30	-	10:45	- Recess	9:45	-	10:00 - Recess
10:45	-	12:15	- Instruction	10:00	-	11:40 - Instruction
12:15	-	1:00	- Lunch	11:40	-	12:25 - Lunch
1:00	-	2:20	- Instruction	12:25	-	2:25 - Instruction

***Grade 3-5 students should not be dropped off at school before 7:50 a.m. There is no teacher on duty until this time. 😊**

***K-2 students should not be dropped off before 8:45 a.m. The primary teachers have meetings and teach upper elementary students from 8:10 to 8:45 a.m. 😊**

Accessing Gretna Green

Access to Gretna Green is limited to the main entrance doors of our office area. All side doors are locked throughout the day. All visitors to our school will be asked to sign in at the main office if they wish to move beyond our office area and will be given a visitor's pass as they enter our school. They will also be asked to sign out at the office upon leaving our school as well. This daily routine for all visitors is intended to increase the overall safety of our students and staff.

Nut Safe School

We have four students with nut allergies. Our school has been declared a **nut safe school**.



Homework

The purpose of homework is to develop good work habits and reinforce skills covered in class. Our school policy is that children should have approximately 10 minutes of homework a night for each year they have been in school (example: Grade 3 – 30 minutes). This may vary from time to time depending on the students and the teacher. We would suggest that you work out a routine in your own home to best meet your child's needs. Research is conclusive that students who have a set time and place established tend to be much more successful completing homework assignments.



Communication

We welcome open communication between home and school. We would ask that if you have a concern, you contact your child's teacher first. Mrs. Clark may be away from her desk at times, but we will check the voice mail regularly throughout the day. We will do our very best to get back to you quickly. **The best time to contact teachers is between 2:30 and 3:30 p.m.**

Bus Safety



Our school Code of Conduct applies to the buses as well as the school. Children are expected to remain seated at all times on the bus. Children are not permitted to eat on the bus. We will review the bus rules with children during the first week of school.

Celebrating Student Bucket Fillers

Every Friday morning we will take time to celebrate achievements of a small group of our students. We may recognize children for being especially kind, helpful, for academic achievement or improvement, or anything that is worth celebrating. The homeroom teachers and students will make the selection. We will give the students recognized certificates and pencils. By the end of the year, every child in the school will have been to Celebrating Student Success. Each week we will post the recognition report on the bulletin board by the student entrance on the main floor.



Morning Announcements



Each morning the announcements will be made at 9:00 a.m. by a junior news reporter. This is broadcast live to our classrooms and uploaded to our website by 10:00 a.m. Morning announcements are intended to keep everyone informed about what is happening in the school. We will announce children's birthdays each day. We already have your child's birthday on our database and will be sure to announce it. We would also like to announce accomplishments and wish luck to our students on things that may be happening outside of the school. Please call the school and leave a message or send in a note with your child if they have a new baby brother, have participated in a sporting event, got a swimming badge, etc. We look forward to sharing good news with all the children on a daily basis.

Cafeteria

We would like to inform you of some upcoming changes in the operation of our school cafeteria. Effective September 8th, all meal orders will be prepared and delivered by cafeteria staff at MVHS. Our school will no longer have a designated on site cafeteria worker.

The cafeteria menu will be posted on our school website on a monthly basis. If you decide to send in an order for your child on a specific day please send in the correct amount of money along with their meal selection. Snacks will no longer be made available by our cafeteria at recess time.

There will be no cafeteria services provided for the first week of school. September 8th will be the first day of service for the cafeteria.

After School Routine

Any time that your child's after school routine must be changed, we would ask you to send a note in the morning with your child. **To protect the safety of all children, we will not make changes to after school routines without the written consent of the parent or guardian. We would ask that you only call the school in case of an absolute emergency to change your child's routine. It is not acceptable to call the school at 2:20 p.m. to make a change as we are all outside loading the buses and may not receive your phone call.**

Gym



We are asking that children have appropriate footwear to wear in the gym. All children will have 150 minutes of phys. ed. a week; therefore, we would ask that children wear ***sneakers only*** in the gym. If your child doesn't have appropriate footwear, we will contact you to ensure that they remain physically active.

Indoor Shoes

We are asking that all children have a pair of shoes that are intended for indoor use only. It is a good idea to provide a pair of sneakers so that your child can wear them as indoor shoes and in the gym.

Parent Volunteers

We are thankful to have many parent volunteers at Gretna Green Elementary. If you are interested in volunteering, please check monthly newsletters where we often make requests for parent volunteers.

Home & School Breakfast Program

We offer a breakfast program each morning before school begins. All children are welcome and encouraged to have breakfast in our school cafeteria. A special thanks to our awesome Home & School who support this program annually.

Student Council

This year we will be electing a student council. We believe our upper elementary students are responsible and mature enough to form a student government and are excited to hold an election in September.

“Be a friend to make a friend”.